## **Delaware Mediation Participation Timeline:**

Served with Complaint
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Contact a HUD-approved Housing Counselor
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Look for your Mediation Scheduling Notice
Submit your Certificate of Participation
Submit your Pre-Mediation Documents to Plaintiff and Mediator
File an answer or other response to complaint on or before Mediation Conference
Appear for your Scheduled Mediation Conference

All of the events listed above are important!

There may be certain dates by which you have to submit these things.

## YOUR CHECKLIST:

Contact a HUD-approved housing counselor- Counselor's Name:		
Agency:; Telephone No./Email:		
Your Mediation has been scheduled for	at am/pm	
Location:	-	
Respond to the Complaint By:	=	
Complete Certificate of Participation Form By:	_ (30 days after you are served)	
Complete the Foreclosure Intervention Counseling Client's Checklist By:		
Complete the Universal Intake Form By:		
Submit your Pre-Mediation Documents By:	_ (14 days before Mediation)	
Appear in person at your mediation conference with all your documents and be sure to check in		